

CHAPTER 1 - CREATION OF RESUMIX AND OPM ANNOUNCEMENT

TIP: Before you begin working in Resumix and USAJOBS, create a word document by typing in the major duties, KSAs, qualifications, significant facts, etc., that you will insert into the announcements. This allows you to spell check. You can copy and paste from this document.

1. Send RPA to Resumix from Modern

Sending the RPA to Resumix

The following steps will be used to send a recruit/fill “Request for Personnel Action (RPA)” from the Modern DCPDS Civilian Inbox to Resumix for creating the requisition.

Locate the RPA in your Civilian Inbox. Highlight the action and click **<Respond>** to access the RPA.

Modern
Civilian
In-Box

Notifications Summary

☒ Query Only Open Notifications

| | Priority | Due Date | To | Subject | Commer |
|--|----------|----------|------------------------------------------------------|---------|--------|
| | 50 | | PERSONNEL MCRPA : Recruit/Fill : Req# 02SEPAF0000000 | | |
| | 50 | | PERSONNEL MCRPA : Recruit/Fill : Req# 02OCTSTUDENT | | |
| | | | | | |
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Message

Name / POI : / 2322

Effective Date : Proposed Effective Date : 25-NOV-2002

Current Status : INITIATED

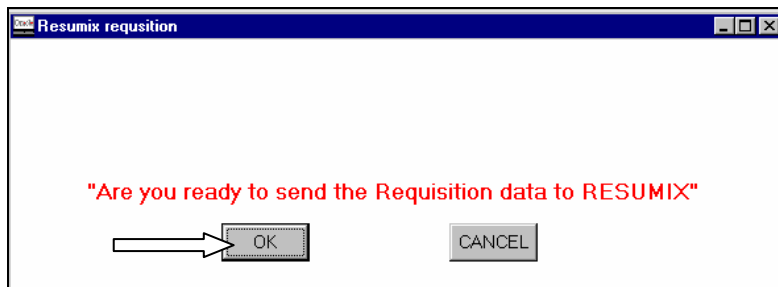
Respond Open

Click **<Others>** at the bottom of the RPA to create your Resumix requisition.

RPA

The **Navigation Options** Window appears. Select **Resumix-Requisition** and click **<OK>**.

The following window will be displayed. Click **<OK>**.



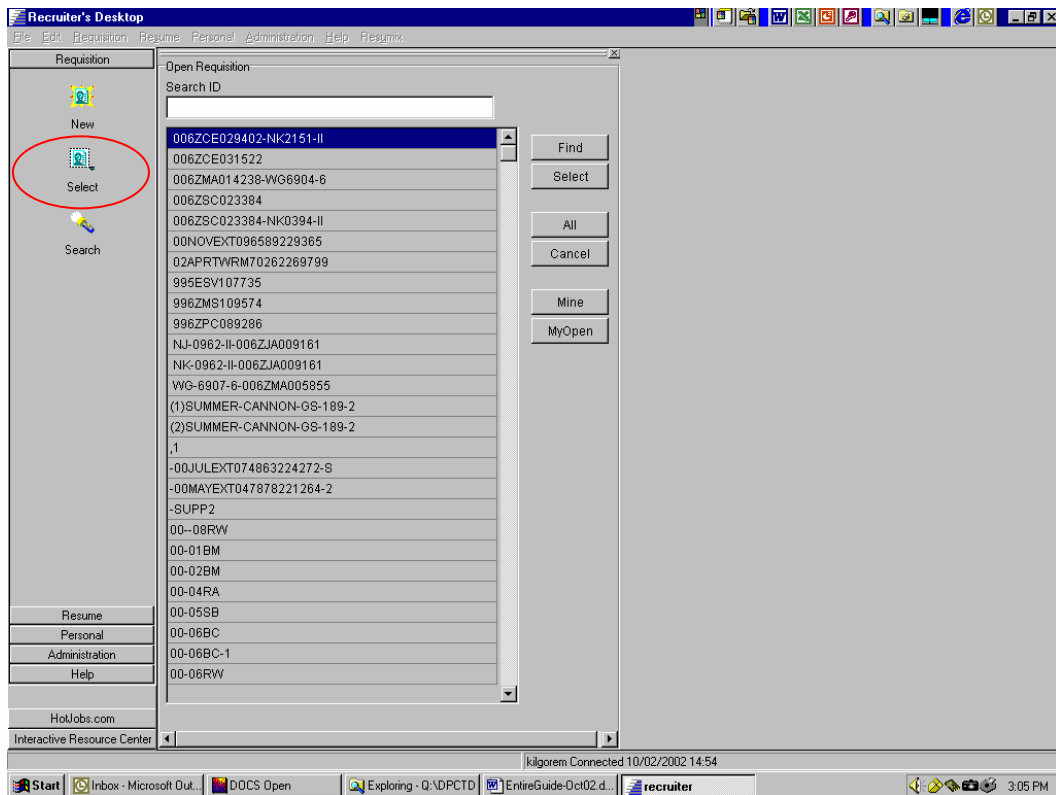
Below is the notice you will receive that the data has been sent to Resumix.



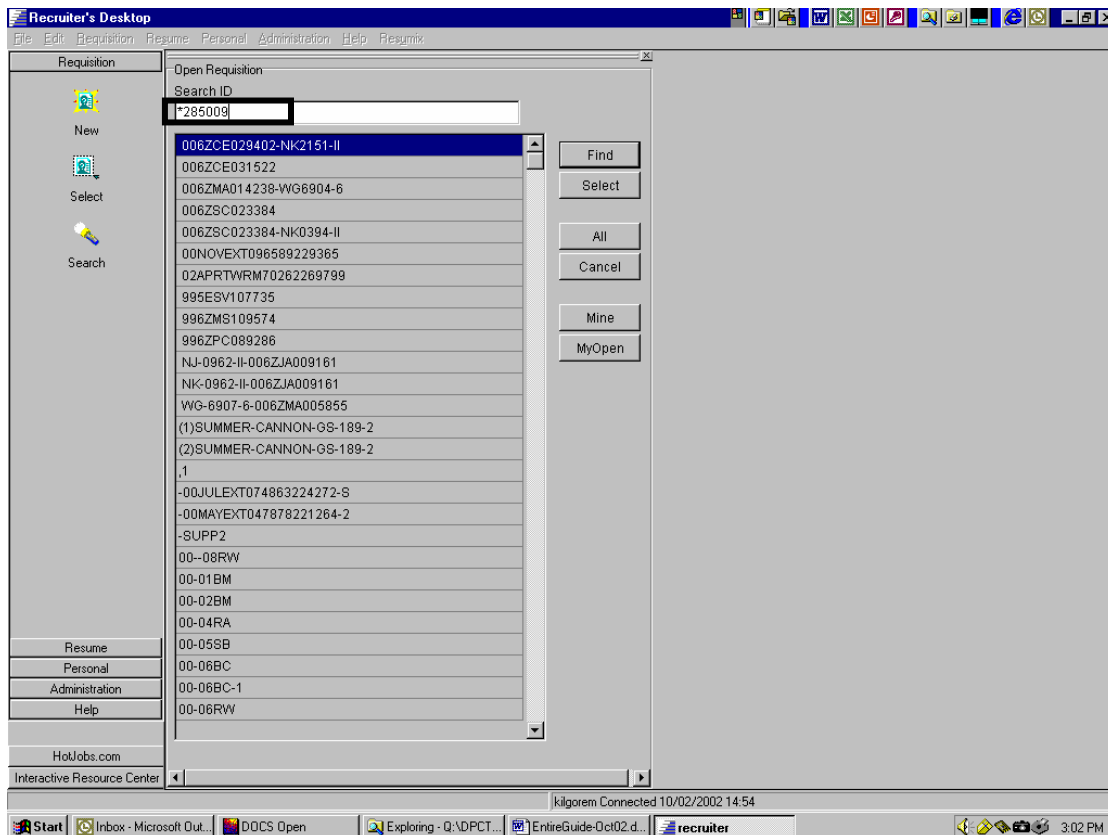
Click **<OK>**. You are now ready to find your requisition in Resumix. Be patient, it takes a few minutes for the import process to complete, so your requisition may not be available in Resumix immediately.

2. Open Resumix - Recruiter's Desktop

- a. Click once on Select button to obtain Open Requisition Menu



b. Input the twenty digits of the RPA in Open Requisition screen or use a shortcut by typing the wildcard (*) and the last six digits of the RPA, as shown below, or type the first six digits with the wildcard (*), etc. Click on Find and highlight your RPA number. Click on Select to open your Requisition.



Note: Approximately 29-33 data fields will flow from the RPA to the requisition in Resumix. The number of fields that flow to build your requisition depends on the type of position that is being filled. Examples of the fields that will not flow on every job are Acquisition Career Level, Acquisition Program Type, Language Required Code, and Obligated Employee SSAN. Fields are listed below.

RESUMIX DATA FIELDS

| RESUMIX | Oracle HR location |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field | |
| Standard | |
| 1. Dept Name | Office Symbol OFFICE_SYMBOL |
| 2. Dept Number | PAS (code) PAS_AUTH |
| 3. Location Description | Personnel Action Request - Block B39 (1 st 30 chars) |
| 4. EEO type (PATCOB) | Occupation Category Code (code) PATCOB |
| 5. Job Class (Work Sched) | Personnel Action Request - Block B32 |
| 6. Job Code | Personnel Action Request - Block B17 |
| 7. Job Title | Title (1 st 30 chars) POSN_TITLE |
| 8. Req ID | Personnel Action Request - Block A2 |
| 9. Date Needed (Date Format) | Personnel Action Request - Block A4. If other than date, then default = ASAP. (This is a date format which will not allow for "ASAP" to be defaulted, we will default the current system date) |
| 10. Description | KSAs on COREDOC. Separate by carriage returns. |
| Custom | |
| 1. ACQ-Critical Position | Critical Position (code) ACQ_CRIT_POSN_ID |
| 2. ACQ-Career Level | Career Level (clear text) ACQ_CAREER_LVL_REQD |
| 3. ACQ-Program Type | Program Type (code) ACQ_PROG_IND |
| 4. ACQ-Special Assignment | Special Assignment (code) ACQ_SPECIAL_ASSIGN |
| 5. Agency Group/Sub element Code | Agency Group (code) GP_AGCY_FLAG |
| 6. Bargaining Unit Status | Personnel Action Request - Block 37 |
| 7. Date Oblig Exp | Expiration Date (code) DT_OBLG_EXPIR |
| 8. FLSA Category | Personnel Action Request - Block 35 |
| 9. Grade/Level (Integer) | Personnel Action Request - Block B18 |
| 10. Language Required | Language Required (code) LANGUAGE_REQUIREMENT |
| 11. Obligated Employee SSAN | Obligated Employee SSAN SSAN_EMPL_CON_NR_OBL |
| 12. Obligated Type | Obligated Type (code) POSN_OBLIG_TYPE |
| 13. Org Struc ID | Organizational Structure ID ORG_STRUCT_ID SHRED (Added 7/23/98) |

| | |
|----------------------------------------|-----------------------------------------------------------------|
| 14. Part-Time Hours | Personnel Action Request - Block B33 |
| 15. Pay Basis | Personnel Action Request - Block B21 |
| 16. Pay Plan | Personnel Action Request - Block B16 |
| 17. Personnel Office ID | Personnel Office ID (code) PAS_PERS_OFF_ID |
| 18. Position NTE Date (Date Format) | Date To POSN_NTE_DATE |
| 19. Position Occupied ID | Personnel Action Request - Block 34 |
| 20. Position Sensitivity | Position Sensitivity (code) POSN_SNSVY |
| 21. Position Status | Status (code) POSN_STATUS_IND_CIV |
| 22. POSN-Career Program ID | Career Program ID (code) CAREER_PROG_POSN_ID |
| 23. POSN-Career Field ID | Career Field ID (code) (Added 8/31/98) AR_PROP_CAREER_FLD_ID |
| 24. POSN-Competitive Area | Competitive Area COMP_AREA |
| 25. POSN-Number | (Position Description No)+(Sequence Number) CPCN + SHRED |
| 26. POSN-Drug Test Req'd | Drug Test (code) DRUG_TEST_RQD |
| 27. Program Element | Program Element PROG_ELEMENT |
| 28. Region | Region (code) REGION_FLAG |
| 29. Servicing Agency | Servicing Agency (code) AGENCY_SUPPORT_FLAG |
| 30. Servicing Office ID | Servicing Office ID (code) CCPO_ID |
| 31. Target Grade/Level (Integer) | Target Grade (code) TARGET_GR_CIV |
| 32. UIC | Authorized Unit (code) UNIT-ID-CD |
| 33. Vacancy Indicator | Vacancy Indicator (clear text) ENCUMBERED_FLAG |

c. NAMING CONVENTIONS

- 1) **EXTERNAL ANNOUNCEMENTS:** The original requisition number created from the Modern DCPDS RPA will be used for the External Announcements only (this number was flowed from Modern into Resumix). Complete all required fields for posting.
- 2) **INTERNAL ANNOUNCEMENTS:** To create the requisition for the Internal Announcement, copy the completed requisition used for your External Announcement using the **File > Save As ...** function with the following naming convention:
 - a) The new name must be 20 characters in length
 - b) The new name must start with YYYYMM.
 - c) The 3 digits between the Month and the RPA number will be:

INT: AFPC Internal Merit Promotion

- d) The last 6 digits from the original RPA number
- e) The last 6 digits from the Resumix **“Save As ...”** number

- 3) **DEU ANNOUNCEMENTS:** To create the requisition for the DEU Announcement, copy the completed requisition used for your External Announcement using the **File > Save As...** function with the following naming convention:

- a) The new name must be 20 characters in length
- b) The new name must start with YYYYMM.
- c) The 3 digits between the Month and the RPA number will be:

DEU: Delegated Examining Unit (DEU use only)

- d) The last 6 digits from the original RPA number
- e) The last 6 digits from the Resumix **“Save As ...”** number

- 4) **REANNOUNCING POSITIONS:** To create the requisition for reannouncing positions, copy the completed requisition used for your External Announcement using the **File > Save As...** function with the following naming convention:

- a) The new name must be 20 characters in length
- b) The new name must start with YYYYMM.
- c) The 3 digits between the Month and the RPA number will be:

EXT, INT or DEU – as appropriate

- d) The last 6 digits from the original RPA number
- e) The last 6 digits from the Resumix **“Save As ...”** number

- 5) **TARGETED POSITIONS:** (Example 7/9/11). To create the requisition for reannouncing positions, copy the completed requisition used for your External Announcement using the **File > Save As...** function with the following naming convention:

- a) The new name must be 20 characters in length
- b) The new name must start with YYYYMM.
- c) The 3 digits between the Month and the RPA number will be:

EXT, INT or DEU – as appropriate

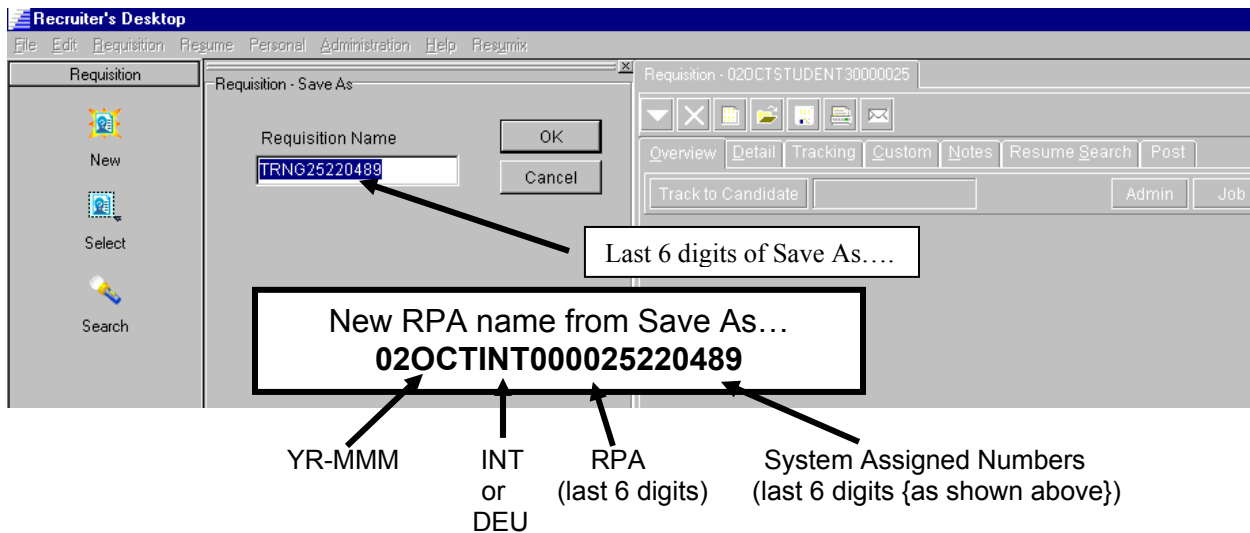
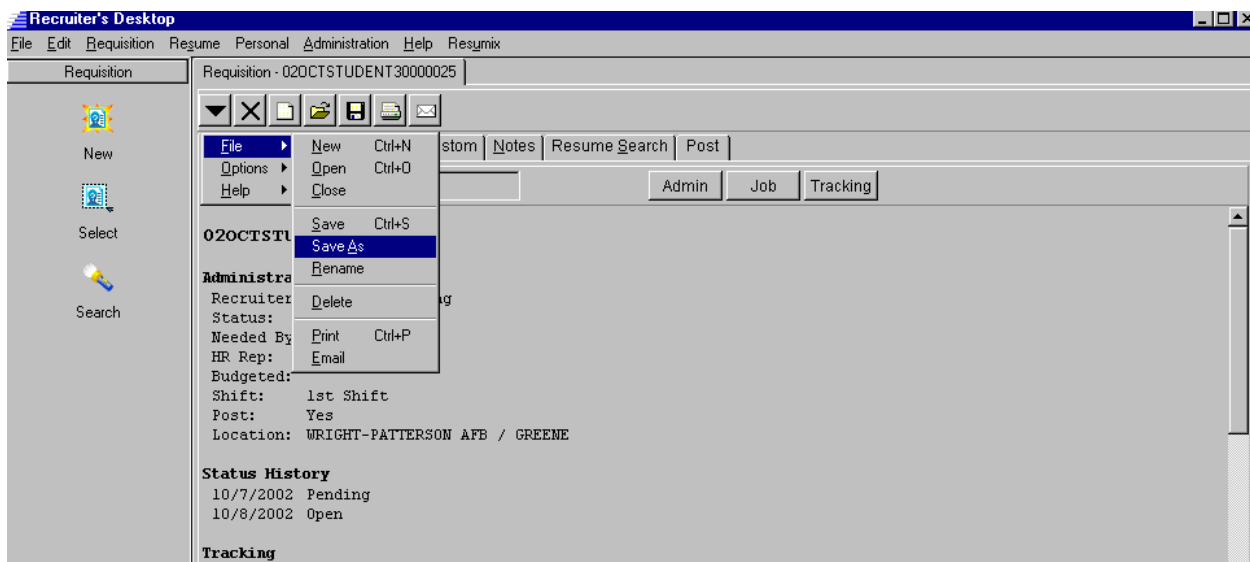
- d) The last 6 digits from the original RPA number
- e) The last 6 digits from the Resumix **“Save As ...”** number

NOTE: For the External targeted positions the original RPA number should be used for the Target Grade; for example, if being filled as a 7/9/11, the GS-11 would be assigned the original RPA number.

❖ **FYI: Applicant will see and self-nominate to an 11-digit number (the first five and last six of the Resumix 20-digit field; i.e., 02NOV123456)**

Note: DPK will determine appropriate 3-digit substitution to replace EXT or DEU

EXAMPLES OF SCREEN SHOT FOR RENAMING YOUR REQUISITION



3. Build a Requisition in RESUMIX

- Select **DETAIL** tab
- Click the **ADMINISTRATIVE** sub-tab
- The following mandatory fields must be completed in order for the requisition to be posted properly.

Requisition Number

Number of Vacancies

Post to the Web (Do not check until you have completed filling out the vacancy announcement)

Recruiter's Desktop

Requisition - 020CTSTUDENT30000025

Overview Detail Tracking Custom Notes Resume Search Post

Administrative Job Department

Recruiter: TRNG25, Training

Status: Open

Date Needed: 9/20/2002

HR Rep:

History

| Status | Date |
|---------|-----------|
| Pending | 10/7/2002 |
| Open | 10/8/2002 |

Openings

Total: 1

Filled: 0

Remaining: 1

Post: ☒

Budgeted:

Location: WRIGHT-PATTERSON

Shift: 1st Shift

Example 1

Missing or incorrect data fields may result in announcement not posting.

| | | |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Requisition ID | No entry required – be sure to check the ID line to ensure it is the correct number as previously identified (20 characters) | MANDATORY |
| Recruiter | Name of the Specialist/Assistant filling the job. Select from the drop-down menu. ❖ FYI: The Recruiter selected here will receive the OPM template. | MANDATORY |
| Status | Will default to “Pending”, Change to “Open” | MANDATORY |
| Date Needed | Use the opening date of the announcement (MM/DD/YYYY) | OPTIONAL Flows from M-DCPDS |
| HR Rep | Leave Blank | Leave Blank |
| Openings – Total | Will automatically default to 1, change as appropriate. | MANDATORY |
| Post | Must be checked or the announcement will not post | MANDATORY |
| Location | Duty location of the position being filled. Select from the drop-down menu | MANDATORY |
| Shift | Select from the drop-down menu | |

Number of Vacancies is the Total Openings field in the Resumix Requisition example above. It is also displayed in the OPM Template as Location 1 – Number of Vacancies. The field Post displayed above must be marked in order for the requisition to flow to the AF Website, IVRS, CANS and OPM Job

Announcement. Do not remove this check mark when you close out your case files. If you do applicants will not be able to access information from IVRS or AF Website.

- d. Select **JOB** tab and complete all fields - - any missing fields may result in the announcement not posting (See Example 2)

| | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Code | <p>Occupational series of the position (Note: First four characters represent the occupational series of the job, the last four digits specify the specific title in that series. You must use the 8 digit code. !TIP: Search using the 4-digit series and an *, (ex *0212)</p> <p>❖ FYI: <u>For New Requisitions:</u> Select the appropriate Code (Occ Series) before typing and/or cutting and pasting information in the description block. If you type information in the description block first, then go back and select the Code, all the data in the description block will be lost</p> <p>❖ FYI: This 8 digit code is also used to voice the title in IVRS</p> | MANDATORY |
| Title | <p>This option populates from the CODE selection above. DO NOT CHANGE! If a title is not listed go to the title builds database located on the Q Drive at: <u>Q:\COMMON\titles\RESUMIX_TITLES.mdb</u> and fill in the “Add Request” information (above red line) and it will be added by the Resumix administrator. IPC bases contact the appropriate POC.</p> <p>❖ FYI: The words “Supervisory, Lead, Office Automation, Typing or Stenography” are Prefix Subject Matter and Post Subject Matter that are entered under the “General” tab.</p> | MANDATORY |
| Type | Leave Blank | |
| Class | <p>Work schedule of the position (B = Baylor Plan; F = Full-Time; G = Full-Time Seasonal; H = Full-Time On-Call; I = Intermittent; J = Intermittent Seasonal; P = Part-Time; Q = Part-Time Seasonal; R = Part-Time On-Call; S = Part-Time Job Share; T = Part-Time Seasonal Job Share; Y = Not Applicable)</p> | MANDATORY |
| EEO Type | Automatically populates when Occupational Series is selected from the drop down menu | MANDATORY |
| Salary | <p>Enter the salary range using a dash to separate the numbers (GS step 1 thru step 10 or FWS step 1 thru step 5). Do not use (\$) signs, spaces, commas or periods. (e.g., \$35,000 = 35000).</p> <p>!TIP: To better entice talented, qualified candidates to Federal employment, it is recommended when you post jobs to ensure additional salary benefits are included. DO NOT just show the basic salary. The yearly amount should reflect locality pay, special salary rates, recurring premium pay, extended work schedules, and if applicable, multiple duty stations with varying pay rates and pay banding. You should also include an explanation of salary range shown to identify lowest amount and maximum amount.</p> <p>❖ FYI: If you are advertising a Wage Grade position you will first convert the hourly salary to annual and then in the Description you may list the hourly rates (Resumix will not accept the periods needed for hourly salary).</p> | MANDATORY |

| | | |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Description | <p><u>TIP:</u> This is also a good place to insert information about Temporary and ART positions (e.g., “This is a temporary position NTE 30 Sep 02. The individual selected for this position may be extended without further competition”; or “This is an Air Reserve Technician (ART) position” or any other specific information that you want to ensure candidate see immediately.</p> <p>❖ FYI: Recommendation: You may want to define specific area of consideration (e.g., consideration is limited to current AF employees assigned to XXX AFB)</p> <p>Enter the major duties, Knowledge, Skills and Abilities (KSAs), and any other pertinent data.</p> <p>❖ NOTE: Any position/series that has special qualifications and/or certification requirements should have that information recorded in the Description area; i.e., Firefighters, GS-081; Contract Specialist, GS-1102; etc (see example 2)</p> | <p>MANDATORY</p> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|

Recruiter's Desktop

File Edit Requisition Resume Personal Administration Help Resu...

Requisition: 02SEPDE1173177285009

Example 2

Overview Detail Tracking Custom Notes Resume Search Post

Administrative Job Department

Code: 11020009 Title: CONTRACT SPECIALIST

Type: Class: F

EEO Type: P Salary: 37428-48652

Description

The incumbent will perform pre-award and post-award functions when they are well defined and well-precedented, using common contracting methods and contract types, to procure standard or specialized service, supply, and/or construction items, services, and/or materials through sealed bidding and negotiation procedures using primarily firm fixed-price contracts. He or she will procure and plan acquisitions for standard items, services, and/or construction contracts where specifications have become standardized and established competitive markets and price competition exist; monitor contract performance and assist in contract termination; and provide advice and assistance to others relating to contracting work and prepare correspondence.

QUALIFICATION REQUIREMENTS: One year of specialized experience equivalent to at least the GS-07 level that provided the knowledge, skills and abilities to successfully perform the duties of the position. In addition to specialized experience, education requirements must also be met. Applicants must have received a baccalaureate degree from an accredited educational institution AND completed at least 24 semester hours or equivalent of study in any of the following disciplines (either included in the degree program or as supplemental courses): accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. In order to properly receive credit for college coursework, applicants must sufficiently and clearly describe completed education and qualifying course titles.

Or

In addition to meeting basic requirements, two full years of progressively higher-level graduate education or a master's or equivalent graduate degree or LL.B. or J.D. may be substituted for specialized experience provided it meets the one or a combination of the disciplines listed above.

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of commonly used contracting methods and contract types sufficient to perform pre-award, post-award, and/or contract price/cost analysis functions when the contract actions are well defined and well precededented.
2. Knowledge of business practices and market conditions as they relate to program and technical requirements to assist customers in developing

Resume Personal Administration Help

HotJobs.com

Interactive Resource Center

kilgore Connected 10/02/2002 14:54

Start Inbox - Microsoft Out... DOCS Open Exploring - Q:\DPCTD EntireGuide-Oct02.d... recruiter 3:28 PM

- Select **CUSTOM** tab
- Click the **GROUP** field and select **GENERAL** (SEE EXAMPLE 3)
- Under the **FIELD** column select the appropriate items (all items annotated **M-DCPDS** will populate into your requisition when transmitted from RPA in Modern into Resumix. Under the General tabs you will only need to add the fields identified as **Mandatory** and any other applicable item.)

Requisition - 020CTSTUDENT30000025

EXAMPLE 3

Overview Detail Tracking Custom Notes Resume Search Post

Group: GENERAL

| Field | Text | Date | Numeric |
|----------------------|-------------------------|------|---------|
| Grade/Level | | | 7 |
| Obligated Type | U | | |
| Org Struc ID | ASF | | |
| Pay Basis | PA | | |
| Pay Plan | GS | | |
| Personnel Office ID | 2130 | | |
| POSN-Drug Test Reqd | 1 | | |
| POSN-Number | 9G10919187 | | |
| Position Occupied ID | 1 | | |
| Position Sensitivity | 2 | | |
| Position Status | 1 | | |
| Post Subject Matter | A - Office Automation | | |
| Program Element | 72898A | | |
| Region | AFSA | | |
| Servicing Agency | AF | | |
| Servicing Office ID | 9X | | |
| Source Post | 2 External Announcem... | | |
| Target Grade/Level | | | |
| Temp Employment | N | | |
| Vacancy Indicator | Vacancy | | |

Only use PA pay basis

Only 1 Source Post may be selected

TRNG25 Connected 10/24/2002 13:25

| | | |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| ACQ-Career Level | | M-DCPDS |
| ACQ-Critical Position | | M-DCPDS |
| ACQ-Program Type | | M-DCPDS |
| ACQ-Special Assignment | | M-DCPDS |
| Agency Group/Sub element | | M-DCPDS |
| Ann Open Date | Type in Date Field (Year must be 4 digit) | MANDATORY |
| Ann Close Date | Type in Date Field (Year must be 4 digit) | MANDATORY |
| Bargaining Unit Status | Type in Text field in the following format: AFXXXX RPA – Block 37 | Required for CPDSS, not announcement |
| Crim Hist | | |
| DAWIA | | |
| Date Oblig Exp | | M-DCPDS |
| Dictation Speed Required | | |
| Ed Level | | |
| FLSA Category | RPA – Block 35 | |
| Format | Only select Code 2. Code 2 includes Title, Series, Location and Career program designated position if appropriate, plus the information in description and job condition fields. | MANDATORY |
| Grade/Level | Select from the drop down menu in Numeric field RPA – Block 18 | M-DCPDS |
| Language Required | | M-DCPDS |
| Licenses | | |
| Obligated Employee SSAN | | M-DCPDS |
| Obligated Type | | M-DCPDS |
| Org Struc ID | | M-DCPDS |
| POSN-Career Field ID | | M-DCPDS |
| POSN-Career Program ID | MANDATORY for all Career Program covered positions | M-DCPDS MANDATORY- if applicable |
| POSN-Competitive Area | | M-DCPDS |
| POSN-Drug Test Req'd | | M-DCPDS |
| POSN-Number | | M-DCPDS |
| Part-Time Hours | RPA – Block 33 | |
| Pay Basis | Type in the Text PA (UPPERCASE). PA = Per Annum (Only use PA) FYI: If you are advertising a Wage Grade position you will first convert the hourly salary (X2087) to annual and then in the Description you may list the hourly rates (Resumix will not accept the periods needed for hourly salary). RPA – Block 21 | MANDATORY for OPM |
| Pay Plan | Select from the drop down menu in Text field RPA – Block 16 | MANDATORY |
| Personnel Office ID | | M-DCPDS |
| Physical | | |
| Position NTE Date | | M-DCPDS |
| Position Occupied ID | RPA – Block 34 | |

| | | |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Position Sensitivity | | M-DCPDS |
| Position Status | | M-DCPDS |
| Post Subject Matter | (e.g., OA, Steno, Typing) | If applicable, these should be mandatory |
| Prefix Subject Matter | (e.g., Supervisory, Lead, Deputy, etc.) | |
| Program Element | | M-DCPDS |
| Region | | M-DCPDS |
| Servicing Agency | | M-DCPDS |
| Servicing Office ID | | M-DCPDS |
| Source Post NOTE: Only <u>1</u> Source Post code may be selected. | 1. Internal Announcement = Internal current permanent AF employees 2. External Announcement = External noncompetitive (i.e., VRA, Reinstatement, NAF, 30% Disabled Veteran, Transfer, EO 12721, Handicapped, CIPMS, VEOA, etc.) 3. External (Temporary) Announcement=Open to the General Public 4. DEU Announcement = Open to US Citizens Only 5. DoD Transfer (Comp) 6. DoD Transfer (Noncomp) 7. Transfer (Comp), VEOA 8. Transfer (Noncomp), VEOA 9. Reins (Comp), VEOA 10. Reins (Noncomp), VEOA 11. Transfer, Reins-C, VEOA 12. Transfer, Reins-NC, VEOA 13. VRA 14. 30% DAV 15. VEOA 16. VRA, 30% DAV 17. VRA, VEOA 18. 30% DAV, VRA, VEOA 19. STEP 20. ICTAP 21. NAF 22. Individual w/Disability 23. External-C-Perm-No Other 24. External-NC-Perm-No Other 25. External-C-Temp-No Other 26. External-NC-Temp-No Other 27. DoD Transfer-NAF 28. Excepted Service = Open to all qualified applicants 29. Noncompetitive Appointment Eligibility = Open to candidates with noncompetitive appointment eligibility listed below. (See Appendix B "area of consideration" for definition of source codes) | MANDATORY |
| Supvy Ct | | |
| TA Supervisory Factors | | |
| TA Technical Factors | | |
| Target Grade/Level | | M-DCPDS |
| Temp Employment | Select yes or no | MANDATORY |
| Typing Speed | | |
| Vacancy Indicator | | M-DCPDS |

M-DCPDS = Data will automatically populate if connected to Modern Defense Civilian Personnel Data System

h. Define geographic location – required for IVRS/CANS/AFPC Web

- Select **CUSTOM** Tab
- Click the **GROUP** field and select **GEO LOCATION REQ group (EXAMPLE 4)**
- Click the **FIELD** and select **REQ GEO LOCATION**
- Under the TEXT column click on the folder icon and select the appropriate geographical location code

For clear text of the geographic location refer to the attached [Appendix E \(AFPC Geographic Location Codes\)](#)

- ❖ **FYI:** Select the appropriate AFPC Geographic Location for the duty location of the vacancy. (e.g., if the servicing CPF is Hanscom and the duty location of the position is Rome, NY, you would select the AFPC Geographic Location Code for New York (1504). Then you will need to identify the OPM Geographic Location, which in this case would be Eastern New York (0519).

EXAMPLE 4

1013 – WRIGHT-PATTERSON AFB, OHIO
only one location may be listed

- Select **CUSTOM** tab
- Click the **GROUP** field and select **CONDITIONS OF JOB (SEE EXAMPLE 5)**
- Under the **FIELD** column select **JOB CONDITIONS**
- Under **TEXT** column, click on the folder icon and select the special requirements of the job to be listed on the vacancy announcement and posted to IVRS, if appropriate
- Use the Job Condition Codes listed in the attached [Appendixes F.](#)

Recruiter's Desktop

File Edit Requisition Resume Personal Administration Help Resumix

Requisition Management

Requisition - 020CTSTUDENT30000025

EXAMPLE 5

Overview Detail Tracking Custom Notes Resume Search Post

Group: Conditions of Job

| Field | Text | Date | Numeric |
|----------------|------|------|---------|
| Job Conditions | 069 | | |
| Job Conditions | 073 | | |

Resume Personal Administration Help

- j. Select **CUSTOM** Tab
- k. Click the **GROUP** field and select **Other Vacancy Information (SEE EXAMPLE 6)**
- l. The following fields must be created under the Group, **Other Vacancy Information** (This is not an all inclusive screen shot – it only shows required fields)

Recruiter's Desktop

File Edit Requisition Resume Personal Administration Help Resumix

EXAMPLE 6

Requisition

Requisition - 02SEPCPG123456280724

New

Select

Search

Overview

Detail

Tracking

Custom

Notes

Resume Search

Post

Group

Other Vacancy Information

| Field | Text | Date | Numeric |
|----------------------------|--------------------------|------|---------|
| Area of Consideration | 001 | * | * |
| Basis of Rating | 100 | * | * |
| EEO Statement | 600 | * | * |
| How to Apply | 501 | * | * |
| OPM Geo Location | 0280 | * | * |
| Other Information | 400 | * | * |
| Part Time or Job Share | No | * | * |
| Pay Benefits and Work Sche | 200 | * | * |
| Post OPM | Yes | * | * |
| Student Employment Opport | N - Not Student Opport | * | * |
| Who May Apply | I - Internal | * | * |
| Duration Hours | F - Full Time (more than | * | * |
| Duration Appointment | E - Permanent | * | * |

Resume

Personal

Administration

Help

HotJobs.com

Interactive Resource Center

HarrisD Connected 09/25/2002 07:19

| | | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Area of Consideration | See Appendix – G <ul style="list-style-type: none"> ❖ FYI: Remove reference to VEOA, NAFI/AAFES, and CIPMS when position is Term or Temp using non-competitive sources ❖ FYI: Delete reference to VRA for GS-12 and above ❖ FYI: ICTAP statement not applicable when restricted to: 30% DAV, VRAs, People with Disabilities, STEP, CIPMS | *MANDATORY |
| Basis of Rating | See Appendix – H <ul style="list-style-type: none"> ❖ FYI: VEOA Recruitment - Does not apply to Temp or Term positions or when area of consideration is restricted and excludes VEOA | *MANDATORY |
| Duration Appointment | Select the appropriate code from below: I - ICTAP eligibles only A - Agency employees only L - Seasonal S - Summer 1 - Term appt, NTE 13 mos (Appts in excess of 1 yr, but not more than 13 months) 2 - Term appt, NTE 2 Yrs (Appts in excess of 13 months, but not more than 2 years) 3 - Term appt, NTE 3 Yrs 4 - Term appt, NTE 4 Yrs T - Temporary E - Permanent | *MANDATORY |
| Duration Hours | Select the appropriate code from below: F - Full Time (more than 32 hours per week) P - Part Time (less than 32 hours per week) | *MANDATORY |
| EEO Statement | Use Code 600 (See Appendix I for complete statement) | *MANDATORY |
| How to Apply | (See Appendix J for codes and complete statements) | *MANDATORY |
| OPM Geo Location | See Appendix N (OPM Geographic Location Codes). This code will be used for the location of the position on OPM web site and on ours. Example: If you selected Texas in the Geo Location Req field and the position was located in Houston you would select the appropriate OPM code for Houston. | *MANDATORY |
| OPM Job Condition | See Appendix K <ul style="list-style-type: none"> ❖ FYI: Remark codes are used by OPM/USAJOBS to provide pre-recorded information to telephone callers. Information is not added into your vacancy announcement and will only be used if customer calls OPM/USA Jobs to listen to the announcement. <p style="text-align: center;">Note: This option is limited to <u>five</u> conditions.</p> | OPTIONAL |
| Other Information | Use Code 400 (See Appendix L for complete statement) | *MANDATORY |
| Part Time or Job Share | Select YES or NO | *MANDATORY |

| | | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Pay Benefits and Work Schedule | See Appendix M | *MANDATORY |
| Post OPM | Select YES in the POST OPM data field if you want to post a vacancy to the OPM/USA Jobs web site. Follow the instructions for forwarding the come back “A” message to OPM. If you do not wish to have a vacancy announcement posted to the OPM/USA Jobs web site select NO . You must fill out all the appropriate data fields. Remember, if you fail to complete any of the data fields you may not receive your come back “A” message from OPM. | *MANDATORY |
| Student Employment Opportunity | Select the appropriate code from below: C - Coop Ed-Student Career Exp F - Federal Intern Program N - Not Student Opportunity S - Summer Employment T - Student Temp Education Program V - Volunteer Service W - University Work Study ❖ Note: Only one code may be selected | *MANDATORY |
| Who May Apply | Select the appropriate code from below: Select Public and/or Status when you want jobs to appear THROUGHOUT the USA JOBS delivery system. Select Internal – System-wide when jobs are open only to agency employees but the announcement should appear system wide in the delivery system. Public = Applications will be accepted from all qualified persons (all sources). Status = Vacancies open only to current Federal employees, CTAP, ICTAP eligibles, reinstatement eligibles, and/or candidates eligible for noncompetitive appointments (such as VRA eligibles or under Schedule A of the excepted service). | *MANDATORY |

*Mandatory for OPM e-mail template and AFPC web site

For External vacancy announcements make sure that you allow for 2 days of processing time when posting your jobs. One day is for inputting announcement information into Resumix and the second day is required for refreshing of the databases to create the OPM Vacancy Announcement Template (“A” message) that is sent by e-mail to the recruiter’s inbox. In order to post an announcement to the OPM USAJOBS website, the recruiter must forward the OPM Vacancy Announcement Template to OPM by 3:00 PM Central Standard Time (CST).

For Internal vacancy announcements make sure you input announcement information NLT 1200 midnight of the announcement opening date.

m. Click **FILE**, then **SAVE**, to save the requisition

If you checked post and selected post OPM “YES” you should receive the come back “A” message OPM template at approx 11 a.m. the next day (excluding weekends).

What do I do if I do not receive the come back “A” message OPM Template?

1. Review the Requisition Audit Report (Bad Job Listing) for possible errors at <http://www.afpc.randolph.af.mil/dpc/doclib/ReqAudit.htm>.
 2. Review your requisition to ensure you have input all **MANDATORY** fields.
 3. Under the Administrative tab verify that you are listed as the Recruiter. If not, you will need to contact the recruiter to forward you the E-mail.
 4. Another possible reason may be the recruiter's e-mail address is incorrect in Resumix. To verify the recruiter's email address, you must contact the Resumix System Administrator.
- ❖ **FYI:** Only one come back “A” message OPM template will be generated per requisition. Changes made to the announcement open/close date or any other data field in the requisition will **not** cause a new OPM template to be generated. The original template must be used to delete or make changes.

Re-opening Closed Positions (This is only applicable to a requisition that has not been initially worked and there is cause to re-open the announcement. If you have already worked the candidate list you must use re-announce instructions, refer to Page 1-6).

Changes to the requisition will not cause a new come back “A” message OPM template to be generated. If a job announcement opens and then closes and you need to re-open it, you must follow these steps:

Go into Resumix and make the appropriate change.

1. Any changes made in Resumix will be reflected on **our web site** the next day or on the new opening date of the announcement.
 2. **For changes to OPM** you must go to you're sent folder in e-mail and find the original e-mail that was generated for that job announcement.
 4. Open up the original e-mail for that job announcement.
 5. Hit the Forward button.
 6. Make all necessary changes (exp. open and close dates, etc.)
 7. Type in the OPM e-mail address.
 8. Clean up the extra lines at the top of the body of the e-mail that populated when you hit the Forward Button.
 9. Hit the Send Button. This will send the announcement back to OPM and create a new announcement.
- ❖ **FYI:** The **minimum** announcement period for internal and external announcements is 5 working days. Staffing Specialist, at their discretion and based on needs, may modify the announcements for a longer period of time.
- ❖ **FYI:** After you have completed building the requisition to include all the required fields and data, proofread for spelling and grammatical errors, especially if you didn't cut and paste from a word document. The system is not currently equipped with spell check. You can edit the announcement until it actually opens. **REMEMBER** – once announcements open, amendments will not be apparent to CANS subscribers unless the opening date changes to a future date.

- ❖ **FYI:** You can no longer announce a position as “open until filled”. Instead you must enter a future date in the “Close Date” field. Enter a value of 1 year from the “Open Date” field. In the “Specific Job Description”, add a statement that selection could be made at anytime after a specified date and announcement closed (cutoff dates).
- ❖ **FYI: For internal/external announcements**, you may begin your search one complete business day after the vacancy announcement closes. To take into account possible system problems, it may be advisable for those vacancies that close on Friday, to wait until Tuesday to pull resumes.
- ❖ **For DEU announcements** after the closing date of the announcement, you must wait until the sixth business day before running your search to allow the Recruitment Call Center time to process new resumes. For example, if the closing date is Thursday the requisition cannot be pulled until the 2nd Friday after the closing date.
- ❖ **FYI:** After completion of this section, you will have accomplished inputting all data fields necessary to create a Resumix and OPM/USA Jobs vacancy announcement.

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